



Weekly Executive Status Report



Project: Statewide Voter Registration System
Project Manager: W. Gary Bush
For Week Ending: 27-May-05
Project Schedule:

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87 days used of 336 total project days
 26% of implementation schedule expended

Project Highlights

The following represent the most important facts about the project as of this status report:

Phase 3 (Design) Started in Earnest - All FRD's, except 2, have been approved. - RTM was released and will be updated throughout development. - Database design and field mappings are underway. - Architectural Design and Component Definition being finalized.
Business Transition Change Management Plan Underway - Visits to all Pilot counties completed; Survey for assessment of training needs has been faxed to rest of the counties. - Content for all classes (user/admins/IT staff) being determined. - Second Newsletter released. Web Site delayed again for debut next week. - Process change documentation continues.
Initial Hardware Site Surveys In Review. - Final user hardware distributions by county are being finalized. - Central and County Server hardware orders are being prepared. - AT&T data lines are being ordered. - Decision made to use Oracle database on both central and county back-up servers. Price savings being confirmed.
Initial Data Conversion Collections Completed or Scheduled - Data from 20 of 21 counties has been received. Bergen back-up tapes were unusable. On-site visit scheduled for June 8th. - Exception reports for Pilot counties have been sent out. - Exception reports for 1st cycle conversions slated for all pulled counties for June 1st. Bergen county will not be included.

Recent Accomplishments

The tasks listed below were completed recently by the project team:

Project Plan Phase Key	Task	Who	Start Date	Scheduled Complete Date	Comments
P2e	Conduct County Hardware Site Surveys			17-May	Final results document sent to State
P2c	Prepare/Distribute Draft RTM (Internal QA Review)			20-May	RTM Released to State
P3a	Detail Architectural Components (Hardware, Software, Design)			18-May	
P3a	Detail System Architecture			2-Jun	

Work in Progress

The tasks listed represent the activities in which the team is engaged the week following this reporting period.

Project Plan Phase Key	Task	Who	Start Date	Scheduled Complete Date	Comments
P2d	Develop Business Change Strategies			3-Jun	Web site delayed until next week. May newsletter released.
P3d	Clarify and Define Training Needs			27-Jun	County visits completed to Pilots. Surveys faxed or mailed to rest.
P3a	Detail Architectural Components (Hardware, Software, Design)			17-Jun	Software issues pending FRSD's. Final county HW counts being updated.
P7b1	Prepare External Interface Integration Design Document		Delayed	17-Jun	Initial meetings with DIA's were scheduled. One rescheduled for next week. Delays causing concern to meet plans.
P7a2	Complete Database Changes, Loads, Conversions		Delayed	21-Jun	Waiting on Bergen County data to be loaded
P7a2	Conduct Internal Testing (Interface, Integration, Load, Migration, System, Network)		Delayed	21-Jun	In progress

Coming Events

Upcoming Activities

The events listed below are highlights scheduled for the near future of the project.

Status	Event	Start Date	Scheduled Complete Date	Comments
Scheduled	Weekly Team Status Meetings	17-May	On-going	Every Tuesday @ 9:30AM
Scheduled	Complete the State reviews of Functional Requirement Specification Documents	9-May	3-Jun	Underway
Planned	Release of Data Conversion Reports to Counties	20-May	24-Jun	Being prepared at Aradyme
Scheduled	SRVS Website Activation		3-Jun	Coding underway. Delayed another week.

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Project Scope Changes

The following changes to the project scope have been proposed by Covansys to The State of New Jersey

CR Status	Change Request	Change Request Owner	CR Approval Date	CR Impact	Comments
Accepted	Addition of 6th county to Pilot Group	WG Bush	4-Apr-05	Medium	6th county now confirmed
Approved	All-Oracle Database for all servers	WG Bush	18-May-05	Medium	Cost reduction must be quantified.
Researching	Workflow changes for DIA screens	WG Bush	TDB	Medium	Effort being estimated by PCC

High Level Project Schedule

ID	Task Name	Duration	Start	Mar	Apr	May	Jun	Jul	Aug	Sep							
				2/27	3/13	3/27	4/10	4/24	5/8	5/22	6/5	6/19	7/3	7/17	7/31	8/14	8/28
1	New Jersey Statewide Voter Registration System (SVR)	728 days	Tue 3/1/05														
2	Phase 1 - Project Initiation Phase	34 days	Tue 3/1/05														
40	Milestone 1 - Project Kickoff Meeting Completed	0 days	Wed 3/9/05														
41	Milestone 2 - Application Demonstration Completed	0 days	Wed 3/16/05														
42	Phase 2 - Business Needs Assessment / Gap Analysis	46 days	Wed 3/9/05														
43	P2a - Gap Analysis	34 days	Wed 3/9/05														
44	P2a-Gap Analysis Sessions	21 days	Wed 3/9/05														
48	P2a-Finalize Gap Templates	34 days	Wed 3/9/05														
54	P2b - Functional Requirements Specification Document (FRSD)	18 days	Thu 4/7/05														
55	P2b-Review Gap Analysis Documents	2 days	Thu 4/7/05														
56	P2b-Detail Overview, Objectives and Assumptions	10 days	Mon 4/11/05														
57	P2b-Detail Process Flows and Scenarios	10 days	Mon 4/11/05														
58	P2b-Detail Module Functionality, Screen Processing, Business Rules	10 days	Mon 4/11/05														
59	P2b-Prepare/Distribute Draft FRSD (Internal QA Review)	10 days	Mon 4/11/05														
60	P2b-Distribute/Review/Revise FRSD with Key State Stakeholders	3 days	Mon 4/25/05														
61	P2b-Review/Submit/Obtain Signoff of FRSD	3 days	Thu 4/28/05														
62	P2c - Requirements Traceability Matrix(RTM) Baseline	25 days	Thu 4/7/05														
63	P2c-Review Gap Analysis Documents	1 day	Thu 4/7/05														
64	P2c-Review Business Requirements	1 day	Mon 4/25/05														
65	P2c-Map Gathered Requirements to RFP	3 days	Tue 4/26/05														
66	P2c-Prepare/Distribute Draft RTM (Internal QA Review)	3 days	Fri 4/29/05														
67	P2c-Distribute/Review/Revise RTM with Key State Stakeholders	3 days	Wed 5/4/05														
68	P2c-Review/Submit/Obtain Signoff of RTM	3 days	Mon 5/9/05														
69	P2d - Organizational Change Management Initialization	20 days	Mon 4/11/05														
70	P2d-Verify Business Imperatives	4 days	Mon 4/11/05														
71	P2d-Establish Sponsorship	4 days	Mon 4/11/05														
72	P2d-Validate Change Roles	4 days	Mon 4/11/05														
73	P2d-Assess Change Impact	4 days	Mon 4/11/05														
74	P2d-Assess Culture / Change History	5 days	Fri 4/15/05														
75	P2d-Identify Incentives to Changes	1 day	Fri 4/22/05														
76	P2d-Develop Change Strategies	2 days	Mon 4/25/05														
77	P2d-Design Communication Program	5 days	Wed 4/27/05														
78	P2d-Develop Change Integration Program	6 days	Wed 4/27/05														
79	P2d-Obtain Approval of Change and Communication Programs	1 day	Thu 5/5/05														
80	P2d-Publish Approval Plans	1 day	Fri 5/6/05														
81	Conduct As-Is Process Assessment	20 days	Mon 4/11/05														
82	P2e - County Site Surveys	41 days	Tue 3/15/05														
83	P2e-Determine Site Order to Survey	5 days	Tue 3/15/05														
84	P2e-Arrange with Site Contacts for Visits	8 days	Tue 3/22/05														
85	P2e-Conduct Site Surveys	25 days	Fri 4/1/05														
86	P2e-Complete Report of County Technical Status	3 days	Fri 5/6/05														
87	Milestone 3 - Requirement Documents Accepted	0 days	Wed 5/11/05														
88	Phase 3 - Design and Implementation Planning	77 days	Tue 5/3/05														
89	P3a - Technical Architecture Design Document (TADD)	34 days	Tue 5/3/05														
90	P3a-Review Gap Analysis, Business and Technical Requirements	5 days	Tue 5/3/05														
91	P3a-Detail Overview, Objectives and Assumptions	5 days	Tue 5/3/05														
92	P3a-Detail Architectural Components (Hardware, Software, Design)	7 days	Tue 5/10/05														
93	P3a-Detail Development Environment	5 days	Thu 5/19/05														
94	P3a-Detail System Architecture	5 days	Thu 5/26/05														
95	P3a-Detail Logical Data Model and DDL	3 days	Fri 6/3/05														
96	P3a-Prepare/Distribute Draft Technical Architecture Design Document (Internal QA Review)	3 days	Wed 6/8/05														
97	P3a-Distribute/Review/Revise TADD with Key IT State Stakeholders	3 days	Mon 6/13/05														
98	P3a-Review/Submit/Obtain Signoff of TADD	3 days	Thu 6/16/05														
99	P3b - Hardware and Software Deployment and Installation Plan	17 days	Tue 6/21/05														
109	P3c - Data Modeling and Database Design	17 days	Tue 5/3/05														
110	P3c-Review FRSD, TRD and TADD	1 day	Tue 5/3/05														
111	P3c-Conduct Data Modeling Sessions To Confirm Modifications	5 days	Wed 5/4/05														
112	P3c-Identify and Document Data Model Gaps and Required Changes	5 days	Wed 5/4/05														
113	P3c-Prepare Data Model and Database Design Document	5 days	Wed 5/11/05														
114	P3c-Distribute/Review/Revise with Key Stakeholders	3 days	Wed 5/18/05														
115	P3c-Review/Submit/Obtain Signoff of Data Model/Database Design Docu	3 days	Mon 5/23/05														
116	P3d - Training and Post Implementation Support Plan	31 days	Thu 5/12/05														
117	P3d-Clarify and Define Training Needs, Requirements and Audience	5 days	Thu 5/12/05														
118	P3d-Conduct Training Analysis	10 days	Thu 5/19/05														
119	P3d-Conduct User Assessments	10 days	Thu 5/19/05														
120	P3d-Identify Training Modules and Lessons	10 days	Thu 5/19/05														
121	P3d-Identify Types of Training Materials to be Developed	10 days	Thu 5/19/05														
122	P3d-Identify Training Locations and Resources	10 days	Thu 5/19/05														
123	P3d-Prepare Detailed Training Plan and Approach	5 days	Fri 6/3/05														
124	P3d-Prepare Post Implementation Support Plan and Approach	3 days	Fri 6/10/05														
125	P3d-Distribute/Review/Revise with Key Stakeholders	3 days	Wed 6/15/05														
126	P3d-Review/Submit/Obtain Signoff of Training and Post Implementation Si	5 days	Mon 6/20/05														
127	P3e - Organization Change Management Pre-Implementation	74 days	Fri 5/6/05														
141	Milestone 4 - Detail Design Completed	0 days	Wed 5/25/05														
142	Phase 4 - Software Modification and Testing	119 days	Mon 5/9/05														

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142	Phase 4 - Software Modification and Testing	119 days	Mon 5/9/05
143	P4a - Application Configuration/ Development	61 days	Mon 5/23/05
155	P4b - User Acceptance Test Plan (Application with Conversion Data)	24 days	Mon 5/9/05
156	P4b-Review Functional Requirements Specification Document	1 day	Mon 5/9/05
157	P4b-Identify State User Acceptance Criteria	5 days	Tue 5/10/05
158	P4b-Prepare a User Acceptance Test Strategy	5 days	Tue 5/10/05
159	P4b-Prepare a User Acceptance Test Plan	5 days	Tue 5/10/05
160	P4b-Create Test Cases for New/Changed Functionality	10 days	Tue 5/17/05
161	P4b-Create Test Cases for Conversion/Data Migration	10 days	Tue 5/17/05
162	P4b-Create Test Cases for Interfaces	10 days	Tue 5/17/05
163	P4b-Distribute/Review/Revise with Key Stakeholders	3 days	Wed 6/1/05
164	P4b-Review/Submit/Obtain Signoff of UAT Plan	5 days	Mon 6/6/05
165	P4c - Pilot Implementation and Support Plan	25 days	Fri 7/15/05
171	P4d - Training Materials and Documentation	30 days	Wed 7/20/05
177	P4e - Application Manuals and Supporting documentation	45 days	Fri 8/12/05
184	P4f - User Acceptance Testing	32 days	Thu 8/11/05
195	P4g - Establish Managed Server Sites	50 days	Tue 6/21/05
210	P4h - Organizational Change Management Implementation	46 days	Mon 8/22/05
217	Milestone 5 - User Acceptance of Full Function Application Beg	0 days	Fri 8/19/05
218	Milestone 6 - User Acceptance of Full Function Application Completed	0 days	Mon 9/26/05
219	Phase 5 - Pilot Implementation	57 days	Thu 8/18/05
220	P5a - Pilot Selection and Training	21 days	Thu 8/18/05
228	P5b - Pilot Installation and Support	48 days	Wed 8/31/05
238	Milestone 7 - Production Installation Certification	0 days	Thu 9/1/05
239	Milestone 8 - Pilot Site Implementation Completed	0 days	Mon 11/7/05
240	Phase 6 - Staged Rollout and Deployment - Remaining Sites	29 days	Tue 11/8/05
241	P6a - Training and Assessment Survey for Full Production	29 days	Tue 11/8/05
245	P6b - Full Deployment and Production Implementation Tracking	29 days	Tue 11/8/05
255	Milestone 9 - All Users Trained	0 days	Mon 12/12/05
256	Milestone 10 - Implementation Complete to all Sites	0 days	Mon 12/19/05
257	Phase 7 - Conversion and Interface	197 days	Mon 3/14/05
258	P7a - Data Conversion	197 days	Mon 3/14/05
259	P7a1 - Data Conversion and Migration Plan	17 days	Mon 3/14/05
268	P7a2 - Data Conversion Results Cycle 1	35 days	Wed 4/6/05
269	P7a2 - Collect data from each data source	30 days	Wed 4/6/05
270	P7a2 - Data Conversion program Development	15 days	Wed 4/6/05
271	P7a2-Complete Code Enhancement and Interface Development Per li	15 days	Wed 4/6/05
272	P7a2-Complete Database Changes, Loads, Conversions	15 days	Wed 4/6/05
273	P7a2-Perform/Document QA Reviews (Developer, Peer, Team)	15 days	Wed 4/6/05
274	P7a2-Conduct Internal Testing (Interface, Integration, Load, Migration, System, Network)	15 days	Wed 4/6/05
275	P7a2 - Process Data through Conversion Programs	15 days	Wed 4/27/05
276	P7a2 - Distribute Cycle reports to each data source contact person	5 days	Wed 5/18/05
277	P7a3 - Data Conversion Results Cycle 2	90 days	Wed 5/25/05
284	P7a4 - Data Conversion Results Cycle 3	74 days	Tue 9/6/05
293	P7b - Interface	143 days	Tue 3/15/05
294	P7b1 - External Interface Design Document	48 days	Tue 3/15/05
295	P7b1-Conduct Integration JAD Sessions with Relevant Parties	10 days	Tue 3/15/05
296	P7b1-Prepare High-level Data Flow Diagrams for Interfaces	10 days	Tue 3/29/05
297	P7b1-Prepare External Interface Integration Design Document	10 days	Tue 4/12/05
298	P7b1-Develop Conceptual Definition of Module Interfaces and NW Infrastructure Design	10 days	Tue 4/26/05
299	P7b1-Distribute/Review/Revise with Key Stakeholders	3 days	Tue 5/10/05
300	P7b1-Review/Submit/Obtain Signoff of External Interface Design Do	5 days	Fri 5/13/05
301	P7b2 Interface testing results document	95 days	Fri 5/20/05
305	Phase 8 - Project Close-out and Transition to Maintenance and Support	311 days	Tue 10/11/05
330	Milestone 11 - Project Close-out and Transition to Maintenance and Support Completed	0 days	Wed 2/1/06
331	Ongoing Project Management	235 days	Tue 3/1/05
411	Comprehensive Full Service Support	260 days	Fri 12/29/06
416	Milestone 12 - Maintenance and Support Complete	0 days	Mon 12/31/07

